



4. FINANCIAL PROVISIONS

4.A. GENERAL FINANCIAL CONDITIONS APPLICABLE TO ALL ACTIONS

The decision to award a grant in respect of an action is formalised either through a Grant Agreement to be signed by the two parties (the Agency and the grant beneficiary) or through a unilateral Decision of the Agency, notified to the grant beneficiary.

This Agreement or Decision shall contain the payment arrangements as well as the bank account or sub-account to which funds will be transferred.

Each project may give rise to the award of only one grant from the Community budget. The grant may not have the purpose or effect of producing a profit for the beneficiary. Grants may not be awarded retrospectively for activities already completed at the time of the submission of the grant application.

A grant may under no circumstances exceed the amount initially requested and may be below the amount requested by the applicant.

A grant is an incentive to carry out a project or activity which would not be feasible without the financial support of the European Union and is based on the principle of co-financing.

The Grant Agreement will lay down the arrangements and time limits for modification, suspension and termination of the Agreement or the Decision. Beneficiaries found to have seriously failed to meet their contractual obligations may have their agreements cancelled and/or be subject to financial penalties.

Grant Agreements or Decisions may be amended only by additional written Agreements or Decisions. Such additional Agreements or Decisions shall not have the purpose or the effect of making changes that would call into question the decision to award the grant or be contrary to the equal treatment of applicants. An additional Agreement or Decision cannot be issued after the end of the eligibility period of costs and activities specified in the initial Grant Agreement or Decision.

4.B. TYPES OF FINANCING

Please note that in the context of financial support provided by the European Union (EU), and throughout this document, the term "project" is understood to mean any of the Activity Types as described in section 1.B.



EU support may take the form of a lump sum¹⁷, a flat-rate¹⁸ grant based on a scale of unit costs, or the reimbursement of a percentage of eligible costs. Depending on the grant type, a combination of all or some of these types of grant support is possible. The budget for a project has to be drawn up accordingly.

- In the case of grants awarded as a lump sum, the beneficiary has to be able to prove that the activity for which grant support is awarded has really taken place, rather than the actual amount of expenditure. If the supported activity is realised in a satisfactory manner, the full grant amount is acquired. In the case of underperformance, reimbursement of (part of) the grant awarded will be normally required on the basis of the criteria laid down for each decentralised action.
- In the case of flat-rate grants using scales of unit costs (for example maximum daily rates for subsistence), the beneficiary does not have to justify the costs incurred but has to be able to prove the reality of activities resulting into the entitlement to a specific grant amount (for example the number of days spent abroad determine the maximum amount to which one is entitled for the stay).
- In the case of (the part of) a grant awarded on the basis of real costs, the beneficiary shall keep and be able to produce upon request all proofs of expenditure related to the expense items based on real costs.
- Eligible costs: the type of expenditure that is considered to be eligible within a budget for a project that is co-financed with European Union funding. The rules presented in this Guide are used as the basis to review the estimated expenditure presented in an application. In the event that expenditure fails to comply with these rules, all or part will be deemed "ineligible" (i.e. not the subject of European Union co-financing). At the end of the analysis the approved project budget will include only the eligible items.
- Reimbursement of a percentage of eligible costs: the applicant will define his expenditure in terms of real costs (where maximum eligible rates may apply). European Union financing will be calculated by applying a percentage to real eligible expenditure. The contribution will be reduced pro rata if, at final reporting stage, the project is not fulfilled or is only partially fulfilled or funds have been spent on ineligible expense items. Where the reported costs are less than foreseen, the contribution will be reduced by applying the percentage fixed in the Grant Agreement. Details will be included in the documentation provided for managing Grant Agreements.

¹⁷ "Lump sums shall cover in global terms certain costs necessary for carrying out an action, or for the annual operation of a beneficiary, in accordance with the terms of the agreement and on the basis of an estimate." (Financial Regulation, Article 108a(a), point (b) and Implementing Rules to the Financial Regulation, Article 180a, point 2. See: http://ec.europa.eu/budget/documents/financial_regulation_en.htm#expand_collapse

¹⁸ Flat-rate financing shall cover specific categories of expenditure which are clearly identified in advance either by applying a percentage fixed in advance or by the application of a standard scale-of-unit cost." (Financial Regulation, Article 108a(1), point (c) and Implementing Rules to the Financial Regulation, Article 180a, point 3.



The table below sets out the maximum lump sum amounts for mobilities within Comenius Regio Partnerships. Like in other partnerships one "mobility" corresponds to one trip abroad, carried out by one person working for one of the organisations included in the application. The authorities of participating countries will determine the actual amount applicable in each country.

| Comenius Regio Partnerships | Partnership categories | | long distances (> 300 km) | Short distances (< 300 km) |
|------------------------------|----------------------------|----------|---------------------------|----------------------------|
| | Small number of mobilities | 4 | 4.000-€ | 2.000-€ |
| Limited number of mobilities | 8 | 8.000-€ | 4.000-€ | |
| Average number of mobilities | 12 | 10.000-€ | 5.000-€ | |
| High number of mobilities | 24 | 20.000-€ | 10.000-€ | |

Applicants are asked to present a budget for any additional costs. For this budget the following rules apply

- General conditions for the eligibility of costs as outlined in chapter 4.F of this Guide.
- Definition of cost categories (staff costs, subcontracting, equipment, and other costs) as outlined in chapter 4.F of this Guide. The relevant sections also describe the detailed conditions under which costs are regarded as eligible for funding.
- Indirect costs are not eligible for funding in Comenius Regio. Indirect costs are those related to the administration of the project (e.g. overhead costs, telecommunication, office supplies).
- Costs for subcontracting may be funded up to a maximum of 30 % of the total project costs (including the lump sum amount for mobilities).
- Costs for equipment may be funded up to a maximum of 10% of the total project costs (including the lump sum amount for mobilities). The costs for equipment must be depreciated in accordance with the tax and accounting rules applicable to the beneficiary incurring the costs.
- It is necessary to supply evidence of co-financing of project activities by the beneficiary. This co-financing should cover at least 25 % of the additional costs.

National Agencies will verify the eligibility of the budget and may propose a different grant amount from the one requested.

4.F. MULTILATERAL PROJECTS, NETWORKS, ACCOMPANYING MEASURES, OBSERVATION AND ANALYSIS

Grant applications must include a detailed estimated budget in which all prices are given in Euro. Applicants from countries outside the Euro zone must use the conversion rates published in the Official Journal of the EU, series C, on the date of publication of the Call for proposals.

The estimated budget for the application must have revenue and expenditure in balance and show clearly the costs which are eligible for financing from the EC budget.

The allocated grant will not cover more than 75% of the eligible costs.

Applicants shall base the project budget:

1. on real daily staff cost rates. Under no circumstances may these exceed the maximum rates indicated in **Table 5** below. Any excess amount will be considered as ineligible. The veracity of these costs may be the subject of an audit;
2. on real daily subsistence rates. Under no circumstances may these exceed the maximum rates published on the website of the Executive Agency. Any surplus will be considered as ineligible;
3. on real costs with regard to other categories of cost, as indicated in the application form.

Eligible Costs

The general context, nature and amount of expenditure will be considered when assessing eligibility.

The following criteria apply to the cost category for which the cost is estimated and either the associated **number of units** (which will lead to the estimated cost applying the appropriate formula) or the estimated **cost as such**.

To be considered as eligible, costs must satisfy the following general criteria:

- They must relate to activities involving **countries** that are eligible to participate in the programme. Any costs relating to activities undertaken outside these countries or by organisations that are not registered in an eligible country are not eligible unless they are necessary for the completion of the project and duly explained and justified in the application form and /or in the report;
- They must be incurred by the **legal bodies/institutions of the official consortium**²²;
- They must be **connected** with the project (i.e. relevant and be directly linked to the execution of the project in accordance with the work plan);
- They must be **necessary** for performance of the project;
- They must be **reasonable and justified** and they must accord with the principles of **sound financial management**²³, in particular in terms of value for money and cost-effectiveness;
- They must be **generated** during the lifetime of the project²⁴;
- They must be **actually incurred** by the beneficiary and members of the consortium and be recorded in their accounts in accordance with the applicable accounting

²² The Decision establishing the Lifelong Learning programme defines for projects with a "project coordinator" and "project partners" the term "multilateral grouping", which is the equivalent for "consortium".

²³ Costs shall be defined in accordance with the principle of sound financial management, namely in accordance with the principles of economy, efficiency and effectiveness. The principle of economy requires that costs shall be defined in due time, in appropriate quantity and quality and at the best price. The principle of efficiency is concerned with the best relationship between resources employed and results achieved. The principle of effectiveness is concerned with attaining the specific objectives set and achieving the intended results.

²⁴ I.e. generated by an activity that takes place during the lifetime (duration) of the project / action. Activities taking place before or after the period specified in a Grant Agreement are not eligible for funding.

principles, and be declared in accordance with the requirements of the applicable tax and social legislation;

- They must be **identifiable and verifiable**.

The applicant's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared at the end of the project with the corresponding accounting statements and supporting documents. For scales of unit costs, this implies that the "number of units" must be recorded in appropriate documents (i.e. time sheets, presence lists, etc.).

Where national taxation and accounting rules do not require an invoice, an accounting document of equivalent value means any document produced in order to prove that the accounting entry is accurate and which complies with the applicable accounting law.

VALUE ADDED TAX

VAT is eligible **only if** the applicant can show that he is unable to recover it.

NON-ELIGIBLE COSTS

Under no circumstance can the following types of costs be considered as eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities (provisions for contractual and moral obligations, fines, financial penalties and legal costs);
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, **unless** the applicant can show that he is unable to recover it;
- costs declared by the applicant and covered by another action or work programme receiving a European Union grant or any other source of funding;
- excessive or reckless expenditure;
- purchase of capital assets;
- in the case of rental or leasing of equipment, the cost of any buy-out option at the end of the lease or rental period;
- costs associated with the preparation of the application for the Lifelong Learning Programme;
- costs of opening and operating bank accounts (costs of transferring funds are eligible);
- costs incurred in relation to any document required to be submitted with the application (audit reports, etc.).

ELIGIBLE DIRECT COSTS

The eligible direct costs for the action are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to performance of the action and which can therefore be booked to it directly. This document contains the definitions of a number of cost categories which are eligible, provided that they satisfy the general eligibility criteria set out above.

ELIGIBLE INDIRECT COSTS

The eligible indirect costs are those costs which, with due regard for the conditions of eligibility described above, are neither identifiable as specific costs directly linked to the project nor can be booked to it directly, but which have nevertheless been incurred in the management of the project. They may not include any eligible direct costs.

The indirect costs of the project eligible for EC funding are a flat-rate amount set at a maximum of 7% of the total amount of eligible direct costs. The corresponding costs need not be justified by accounting documents.

Indirect costs shall not be eligible under a project grant awarded to a beneficiary organisation which is already receiving an operating grant from the Commission during the period in question.

Examples of indirect costs are:

- All costs for equipment related to the administration of the project (i.e. PC's, portables, etc.)
- Communication costs (postage, fax, telephone, mailing, etc.)
- Infrastructure costs (rent, electricity, etc.) of the premises where the project is being carried out
- Office supplies
- Photocopies

Staff Costs

The following applies to all partners of a consortium, e.g. the rules on staff costs apply to all partners (including the applicant) of the consortium.

- 1) Costs relating to the following categories of staff are considered:
 - Statutory staff, having either a permanent or a temporary individual contract with a partner of the consortium. To be considered in this category, staff must report to the relevant partner organisation as an employee.
 - Temporary staff recruited through a specialised external agency by any of the consortium partners;

Costs related to staff working through subcontracting shall be included under the category "Subcontracting costs" (see below).

Staff members of Project partners are not allowed to operate in a subcontracting capacity for the project.

- 2) Applicants should base the project budget on real daily staff cost rates, which cannot exceed the maximum eligible daily rates indicated in **Table 5** below. Any surplus will be considered as ineligible. The veracity of these costs may be the subject of an audit.
- 3) The rate of the country in which the partner organisation is registered will be applied, independent of where the tasks will be executed (i.e. a staff member of an organisation of Country A working fully or partly in Country B will be budgeted on the basis of the rates of Country A).



- 4) Real daily staff cost rates are based on average rates corresponding to the applicant's usual policy on remuneration, comprising actual salaries plus social security charges and other statutory costs included in the remuneration. Non-statutory costs such as bonuses, leased car, expense account schemes, incentive payments or profit-sharing schemes are excluded.
- 5) The applicant will define the category of staff and the number of days to be worked on the project, which must be commensurate with the nature of the project and the work plan.
- 6) The estimated staff costs results from multiplying the number of days with the real daily staff cost rate.

Staff costs may be included for all programmes and for all types of projects and networks. The cost of staff assigned to the action, either by the beneficiary or by the consortium partners, comprises actual salaries plus social security charges and other statutory costs included in the remuneration.

Table 5a: Maximum eligible daily rates (in EUR) for Staff costs – Multilateral Projects, Networks, Accompanying measures, Studies and Comparative Research

| Country | | | Manager | Researcher Teacher Trainer | Technical | Administrative |
|---------------------|----|----------------|---------|----------------------------------|-----------|----------------|
| Belgique/Belgie | BE | Belgium | 380 | 325 | 263 | 205 |
| Balgarija | BG | Bulgaria | 84 | 75 | 58 | 39 |
| Česká republika | CZ | Czech Republic | 138 | 138 | 100 | 72 |
| Danemark | DK | Denmark | 497 | 425 | 346 | 271 |
| Deutschland | DE | Germany | 356 | 309 | 248 | 191 |
| Eesti | EE | Estonia | 102 | 94 | 66 | 46 |
| Ellas | EL | Greece | 280 | 239 | 196 | 152 |
| España | ES | Spain | 287 | 258 | 198 | 139 |
| France | FR | France | 423 | 358 | 234 | 179 |
| Eire | IE | Ireland | 386 | 336 | 280 | 205 |
| Italia | IT | Italy | 568 | 332 | 225 | 187 |
| Kypros | CY | Cyprus | 335 | 294 | 182 | 124 |
| Latvija | LV | Latvia | 101 | 82 | 65 | 44 |
| Lietuva | LT | Lithuania | 90 | 77 | 59 | 41 |
| Luxembourg | LU | Luxembourg | 508 | 436 | 353 | 275 |
| Magyarország | HU | Hungary | 123 | 108 | 81 | 46 |
| Malta | MT | Malta | 136 | 123 | 96 | 68 |
| Nederland | NL | Netherlands | 388 | 339 | 269 | 211 |
| Österreich | AT | Austria | 420 | 324 | 241 | 199 |
| Polska | PL | Poland | 130 | 107 | 83 | 61 |
| Portugal | PT | Portugal | 182 | 160 | 118 | 78 |
| Romania | RO | Romania | 155 | 119 | 93 | 59 |
| Slovenia | SI | Slovenia | 252 | 227 | 183 | 115 |
| Slovenská republika | SK | Slovakia | 151 | 122 | 108 | 88 |
| Suomi/Finland | FI | Finland | 374 | 268 | 221 | 185 |
| Sverige | SE | Sweden | 443 | 379 | 312 | 240 |
| United Kingdom | GB | United Kingdom | 412 | 389 | 273 | 197 |
| Island | IS | Iceland | 460 | 419 | 361 | 232 |
| Liechtenstein | LI | Liechtenstein | 414 | 339 | 263 | 208 |
| Norge | NO | Norway | 529 | 459 | 375 | 283 |
| Türkiye | TR | Turkey | 176 | 112 | 74 | 47 |

Subsistence Costs

- (1) Subsistence costs for staff undertaking travel to another participating country in the framework of Multilateral projects, Networks, Accompanying Measures and Studies and Comparative Research are eligible. The budget should be based on the maximum rate in the Subsistence Costs table 5b below. Any surplus will be considered as ineligible. The rate to be applied is the one of the country of destination, i.e. where accommodation costs are incurred.
- (2) Costs may be claimed only for journeys directly connected to specific and clearly identifiable project-related activities. For information on charging Subsistence Costs for non-staff members please refer to Section 'Other Costs' and 'Subcontracting Costs'.
- (3) Reimbursement is based on the existing internal rules of the Partner organisations, which may be on an actual cost (reimbursement of receipts) or daily allowance



basis. In either case, proof of attendance and overnight accommodation will be required to substantiate declared costs at reporting stage.

- (4) Subsistence rates cover accommodation, meals and all local travel costs at the place of destination abroad (but not local travel costs incurred to travel from place of origin to place of destination). In calculating the number of days for which to apply the Daily Subsistence Rate it should be noted that a FULL day normally includes an overnight stay. In duly substantiated cases, a full day's allowance without an overnight stay may be allowed with a pro rata reduction (costs limited to 50% of the maximum) for accommodation.
- (5) A pro rata reduction must be applied if accommodation, meals and local travel costs are provided for by a third party.

Eligible subsistence costs are calculated on the basis of scales of eligible unit costs. The Subsistence costs in Table 5b represent the maximum eligible daily rates. The resulting amounts will be included in the budget and will be taken into account when calculating the European Union contribution.

Table 5b: Maximum eligible daily rates (in EUR) for Subsistence costs for Multilateral Projects, Networks, Accompanying measures, Studies and Comparative Research

| Country | | | Daily rates (EUR) |
|---------------------|----|----------------|-------------------|
| Belgique/Belgie | BE | Belgium | 232 |
| Balgarija | BG | Bulgaria | 227 |
| Česká republika | CZ | Czech Republic | 230 |
| Danemark | DK | Denmark | 270 |
| Deutschland | DE | Germany | 208 |
| Eesti | EE | Estonia | 181 |
| Ellas | EL | Greece | 222 |
| España | ES | Spain | 212 |
| France | FR | France | 245 |
| Eire | IE | Ireland | 254 |
| Italia | IT | Italy | 230 |
| Kypros | CY | Cyprus | 238 |
| Latvija | LV | Latvia | 211 |
| Lietuva | LT | Lithuania | 183 |
| Luxembourg | LU | Luxembourg | 237 |
| Magyarország | HU | Hungary | 222 |
| Malta | MT | Malta | 205 |
| Nederland | NL | Netherlands | 263 |
| Österreich | AT | Austria | 225 |
| Polska | PL | Poland | 217 |
| Portugal | PT | Portugal | 204 |
| Romania | RO | Romania | 222 |
| Slovenia | SI | Slovenia | 180 |
| Slovenská republika | SK | Slovakia | 205 |
| Suomi/Finland | FI | Finland | 244 |
| Sverige | SE | Sweden | 257 |
| United Kingdom | GB | United Kingdom | 276 |
| Island | IS | Iceland | 245 |
| Liechtenstein | LI | Liechtenstein | 175 |
| Norge | NO | Norway | 220 |
| Türkiye | TR | Turkey | 220 |



Travel Costs

Travel costs are allocated on the basis of real costs.

- (1) Travel costs for staff taking part in the project are allowable, provided that they are in line with each partner's usual practices on travel costs.
- (2) Costs may be claimed only for journeys directly connected to **specific** and clearly **identifiable** project-related activities. For information on charging Travel Costs for non staff members please refer to Section "Other Costs" and "Subcontracting Costs".
- (3) Reimbursement is based on real costs, independent of the means of travel chosen (rail, bus, taxi, plane, hire car). Partners are required to use the cheapest means of travel (e.g. use Apex tickets for air travel and take advantage of reduced fares, where this is not the case then a full explanation should be provided).
- (4) The travel cost for a journey should include all costs and all means for travel from the point of origin to the point of destination (and vice versa) and may include visa fees, travel insurance and cancellation costs.
- (5) Expenses for private car travel (personal or company cars), where substantiated and where the price is not excessive, will be refunded as follows (whichever is the cheapest):
 - Either a rate per km in accordance with the internal rules of the organisation concerned up to a max of €0.22;
 - Or the price of a rail, bus or plane ticket (see point (3) above). Only one ticket shall be reimbursed, independently of the number of people travelling in the same vehicle.
- (6) For hire cars (maximum category B or equivalent) or taxis: the actual cost where this is not excessive compared with other means of travel (also taking account of any influencing factors such as time, large volume of luggage due to the nature of the project). Reimbursement takes place independently of the number of people travelling in the same vehicle.

For Comenius Multilateral projects involving mobility activities during Initial Teacher Training, travel costs (based on real costs) and subsistence costs will be recorded separately under Other Costs. The rules for travel and subsistence cost apply.

Equipment costs

- (1) Purchase, rent or lease of equipment (new or second-hand), including the installation, maintenance and insurance costs, is considered eligible.
 - only when specific and necessary for achieving the goals of the project/action. Proposed equipment costs must always be clearly explained and specifically justified. The rules for procurement apply (see below);
 - provided that it is depreciated in accordance with the tax and accounting rules applicable to the beneficiary / consortium partner incurring the cost, and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use for the purposes of the action may be taken into account. The applicant must explain the rules applied. If the nature and/or the context of its use justify different treatment, this should be duly justified.

- (2) All equipment related to the administration of the project (i.e. PC's, portables, etc.) and all equipment purchased before the start of a project can be covered only by the indirect costs of the project.
- (3) The total cost for equipment may not be more than 10% of the eligible direct costs of the project.

Subcontracting costs

- (1) Costs entailed by procurement contracts for the purposes of carrying out specific and limited work for the project, can be considered eligible when awarded by a partner to an external body, organisation or individual (only if not employed by any of the Partner organisations of the consortium). This includes work such as translation, interpretation and printing, etc.^{25 26}
- (2) In order to maintain the concept of the project partnership, the management and the general administration of the project may not be subcontracted.
- (3) Costs are based on a verifiable estimate or, if the subcontractor is identified, on the basis of an offer. The estimate/offer will cover all costs (i.e. staff costs plus travel costs, etc.).
- (4) The applicant will award the contract to the tender offering best value for money, that is to say, to the tender offering the best cost-benefit ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests.
- (5) The following specific European Union rules with regard to procurement apply:
 - Contracts with a value below €12.500 can be paid on a presentation of an invoice;
 - Contracts with a value between €12.500 and €25.000 are subject to a procedure involving at least three tenderers;
 - Contracts between €25.000 and €60.000 are subject to a procedure involving at least five tenderers;
 - For contracts of a value over €60.000, national rules with regard to procurement apply.
- (6) The total costs for subcontracting may not be more than 30 % of the total direct costs of the project

²⁵ This refers to individuals who may be self-employed i.e. who are responsible for their own social security or social contributions, pensions and taxes. National legislation on the definition of these individuals can vary and should always be considered.

²⁶ Covers also consultants, who provide one-off services for which a fee is received.

Other Costs

Other costs are allocated on the basis of real costs.

(1) Costs arising directly:

- from requirements imposed by the Grant Agreement are eligible (dissemination of information, specific evaluation of the action, audits, reproduction, translation etc.), including the costs of any financial services (notably the cost of financial guarantees);
- from the realisation of specific activities or of products/results of the project are eligible (e.g. the organisation of seminars where the seminar is foreseen as a product/result and where task-related costs are easily identifiable), the production of proceedings of a seminar, the production of a video, the purchase of product-related consumables (reams of paper for printing of publications, blank DVD), etc.

(2) Only activities which are specific and necessary for achieving the goals of the project are considered eligible. Proposed costs must always be duly justified.

(3) When travel and/or subsistence costs are reimbursed to third parties (i.e. for the costs of people who are neither staff of the partners in the consortium, nor subcontractors), the rules applicable to the reimbursement of costs for staff of the partners in the consortium will be applied.

(4) All costs incurred through subcontracting must be mentioned under the "subcontracting" category. The category "Other costs" can only contain costs incurred by the partners themselves.

(5) In certain cases, other costs which are not covered by the other cost categories mentioned above may also be considered eligible. Some examples are: one-off costs for press releases and publicity, purchase of copyrights and other Intellectual Property Rights, purchase of information materials (books, studies and electronic data); conference fees; registration fees for conferences; rental of exhibition space, etc. Also Travel costs and subsistence costs for Comenius Multilateral projects involving mobility activities during Initial Teacher Training are covered under this heading.

All costs related to the administration of the project (i.e. consumables, supplies, photocopying costs, telephone costs, paper, etc.) are covered by indirect costs of the project.

4.G. JEAN MONNET PROGRAMME – KEY ACTIVITY 1

Grants awarded under the Jean Monnet Programme provide a Community co-financing in the form of grants for the support of European integration studies in universities all over the world. They are primarily intended to cover the cost of teaching activities offered for a period of three academic years and costs related to the organisation of conferences and seminars in the field of European integration studies for a period of one or two years.

Under this Call, two funding systems will co-exist depending on the different type of Jean Monnet actions.

For Jean Monnet Chairs, *ad personam* Jean Monnet Chairs, Teaching Modules and Information and Research Activities a new **system of flat rate financing** for the awarding of grants under the Jean Monnet Programme, Key Activity 1, will apply.

For Jean Monnet Centres of Excellence, Associations of Professors and Researchers and Multilateral Research Groups the traditional eligible budget-based costs financing will continue to apply.

I.- FLAT RATE FINANCING SYSTEM

The system of flat rate system is established in support of teaching activities (Jean Monnet Chairs, *ad personam* Jean Monnet Chairs and Teaching Modules) and the organisation of conferences, round tables etc. (Information and Research Activities). The flat rate grant for teaching activities is awarded according to the **number of teaching hours for Jean Monnet Chairs, *ad personam* Jean Monnet Chairs and Modules and takes into account the number of participants in relation to the organisation of conferences and workshops for Information and Research Activities.**

The flat rate financing simplifies the calculation of the grant amount considerably in comparison with the traditional system where the grant is calculated on the basis of a detailed budget of eligible costs. It has in particular the following advantages:

- It enables applicants to take the pre-established flat rate amounts into account when submitting their applications for grants;
- Applying pre-established rates (modified appropriately so as to be applicable to all applicants), offers advantages in terms of transparency and equal treatment;
- Financing on the basis of a flat rate system with an analysis of the cost base made ex-ante introduces an incentive for the beneficiary to use resources as economically as possible;
- The emphasis in managing decisions/grant agreements is placed on quality and level of achievement of measurable objectives rather than on financial and administrative aspects;
- A reduction in the level of uncertainty regarding the grant amount that a beneficiary might expect to receive;
- A considerable reduction in administrative work for the beneficiary and a significant simplification in its reporting to the Agency;
- An important decrease in the workload for the Agency (in comparison to the analysis of each individual cost category) and a consequential effect in speeding up the payment procedure.

I.1 - Jean Monnet Chairs, *ad personam* Jean Monnet Chairs and Teaching Modules

The flat rate grant amount is determined on the basis of a calculated national *teaching cost per hour*. The following method is used:



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a. The calculated national teaching cost per hour is multiplied by the (minimum) number of hours required for a Teaching Module (120 hours) or the Jean Monnet Chair and *ad personam* Jean Monnet Chairs (270 hours).

b. A 'top-up' percentage of 10% for a Jean Monnet Chair and *ad personam* Jean Monnet Chair and of 40% for a Teaching Module is added to the above mentioned costs basis. This top-up percentage takes account of the additional academic activities included in a Teaching Module and a Chair (such as staff costs, travel and subsistence costs, dissemination costs, costs for teaching materials and indirect costs).

The top-up percentage is higher for a Teaching Module than for a Chair because for this action type it is expected that more additional (accompanying) activities will take place and that several different teachers/professors may be involved.

The final grant is obtained by applying the maximum 75% Community funding of total project costs and by respecting the maximum grant ceiling for each project type (45,000€ for Jean Monnet Chairs and 21,000€ for Teaching Modules).

**Table 6– National teaching cost per hour for Jean Monnet Chairs, *ad personam* Jean Monnet Chairs and Teaching Modules**

| EU Member states | Teaching cost scales (€) | Other countries | Teaching cost scales (€) |
|------------------|--------------------------|---------------------|--------------------------|
| Austria | 200 | Antigua and Barbuda | 93 |
| Belgium | 184 | Australia | 176 |
| Bulgaria | 80 | Canada | 187 |
| Cyprus | 140 | Equatorial Guinea | 112 |
| Czech Republic | 117 | Hong Kong, China | 200 |
| Denmark | 192 | Island | 180 |
| Estonia | 105 | Israel | 137 |
| Finland | 183 | Japan | 183 |
| France | 178 | Korea, Rep. | 131 |
| Germany | 177 | New Zealand | 139 |
| Greece | 171 | Norway | 200 |
| Hungary | 91 | Saudi Arabia | 121 |
| Ireland | 196 | Seychelles | 82 |
| Italy | 158 | Singapore | 200 |
| Latvia | 89 | Switzerland | 200 |
| Lithuania | 91 | Trinidad and Tobago | 119 |
| Luxembourg | 200 | United States | 200 |
| Malte* | 106 | | |
| Netherlands | 200 | All other countries | 80 |
| Poland | 81 | | |
| Portugal | 111 | | |
| Romania | 80 | | |
| Slovakia | 102 | | |
| Slovenia | 141 | | |
| Spain | 163 | | |
| Sweden | 194 | | |
| United Kingdom | 179 | | |

I.2 - Information and Research Activities

The flat rate grant amount is determined on the basis of a calculated *allowance scale for participants* in the following way:

- The calculated allowance scale for participants, which covers non-local contributors' participation costs and their travel and subsistence costs, is multiplied by the total number of participants and by the number of days over which the event runs.
- A fixed amount of 5,000 € covering production and dissemination costs is added to the result of the above mentioned calculation.

The final grant is obtained by applying the maximum Community 75% funding of total project costs and by respecting the maximum grant ceiling for this project type (40,000€).

The table indicating the allowances for local and non-local participants as well as the details on the calculation of individual grants according to the system of flat rate financing are to be found on the website of the Executive Agency:
http://eacea.ec.europa.eu/llp/ajm/2010/index_en.htm

The allowance scale for non-local participants (covering accommodation and subsistence cost) is based on Commission per diem rates but applying a reduction of 35€ in order to take into account lunch expenses that are already covered by the allowance scale for local participants.

II. - BUDGET-BASED COSTS FINANCING

II.1 - Jean Monnet Centres of Excellence, Associations of Professors and Researchers and Multilateral Research Groups

For Jean Monnet Centres of Excellence, Associations of Professors and Researchers and Multilateral Research Groups, the traditional budget-based approach with eligible costs applies and grant applications must include a detailed estimated budget in which all prices are given in Euro. Applicants from countries outside the Euro zone must use the conversion rates published in the Official Journal of the EU, series C, on the date of publication of the Call for proposals.

The estimated budget for the three actions concerned must have revenue and expenditure in balance and show clearly the costs which are eligible for financing from the EC budget. The applicant must indicate the sources and amounts of any other EC funding received or applied for in the same financial year for the same action or for any other action and for routine activities.

The percentage of own resources indicated in the revenue part of the estimated budget is considered a guaranteed minimum, to be respected in the final account. The allocated grant will not cover more than 75% of the eligible costs.

Staff costs

The cost of staff assigned to the action, either by the beneficiary or by the co-beneficiaries, comprises actual salaries plus social security charges and other statutory costs included in the remuneration.

The staff costs will have to be justified by the applicant. If these costs exceed the maximum rates indicated in the surplus will be considered as ineligible.

Additional criteria for Staff Costs for Jean Monnet projects

For non-EU Member States, staff costs may not exceed the normal costs for each staff category in the country concerned.

Staff costs must be broken down into categories 1 to 4 of the International Standard Classification of Occupations (ISCO). In any case, the following maximum amounts apply:

- Staff category 1 (maximum amount EUR 450/day)
- Staff category 2 (maximum amount EUR 300/day) – University Professors

- Staff category 3 (maximum amount EUR 250/day)
- Staff category 4 (maximum amount EUR 125/day)

Subsistence costs

Subsistence costs may be included for all types of projects.

The subsistence costs will have to be justified by the applicant. If these costs exceed the maximum rates indicated in Table 5b above, the surplus will be considered as ineligible. For non-EU Member States, these costs should be based on the maximum rate indicated on the Jean Monnet pages of the web site of the Executive Agency.

Travel Costs

Travel costs are allocated on the basis of real costs. The criteria to be applied are the same as for multilateral projects, networks, accompanying measures, studies and comparative research.

Equipment Costs

Equipment costs are allocated on the basis of real costs. The criteria to be applied are the same as for multilateral projects, networks, accompanying measures, studies and comparative research.

Other Costs

Other costs are allocated on the basis of real costs. The criteria to be applied are the same as for multilateral projects, networks, accompanying measures, studies and comparative research.

Teaching Costs

In duly justified cases, this costs category can also apply to Jean Monnet Centres of Excellence. In this case, the national teaching cost per hour indicated in Table 6 above has to be applied.

If the teaching costs exceed the maximum rates indicated, the surplus will be considered as ineligible. The veracity of these costs may be the subject of an audit.

Coûts de conférence et de séjour par personne par jour

| Pays | Coût de conférence par participant par jour (€) | Coût de séjour par intervenant non local par jour (€) |
|------------------------|---|---|
| Pays membres UE | | |
| Austria | 99 | 191 |
| Belgium | 90 | 197 |
| Bulgaria | 40 | 193 |
| Cyprus | 68 | 202 |
| Czech Republic | 57 | 195 |
| Denmark | 94 | 229 |
| Estonia | 51 | 154 |
| Finland | 90 | 207 |
| France | 87 | 208 |
| Germany | 87 | 177 |
| Greece | 84 | 189 |
| Hungary | 45 | 189 |
| Ireland | 96 | 216 |
| Italy | 77 | 195 |
| Latvia | 44 | 179 |
| Lithuania | 45 | 155 |
| Luxembourg | 165 | 201 |
| Malta* | 59 | 174 |
| Netherlands | 102 | 223 |
| Poland | 40 | 184 |
| Portugal | 54 | 173 |
| Romania | 40 | 189 |
| Slovakia | 50 | 174 |
| Slovenia | 69 | 153 |
| Spain | 80 | 180 |
| Sweden | 95 | 218 |
| United Kingdom | 88 | 234 |
| Autres pays | | |
| Albania | 40 | 202 |
| Algeria | 40 | 228 |
| Angola | 40 | 142 |
| Antigua and Barbuda | 46 | 160 |
| Argentina | 40 | 160 |
| Armenia | 40 | 112 |
| Australia | 87 | 175 |
| Azerbaijan | 40 | 149 |
| Bangladesh | 40 | 108 |
| Belarus | 40 | 104 |
| Belize | 40 | 115 |
| Benin | 40 | 169 |
| Bhutan | 40 | 64 |
| Bolivia | 40 | 79 |
| Bosnia and Herzegovina | 40 | 83 |
| Botswana | 40 | 91 |
| Brazil | 40 | 181 |
| Burkina Faso | 40 | 116 |
| Burundi | 40 | 109 |

Coûts de conférence et de séjour par personne par jour

| Pays | Coût de conférence par participant par jour (€) | Coût de séjour par intervenant non local par jour (€) |
|--------------------------|---|---|
| Cambodia | 40 | 69 |
| Cameroon | 40 | 172 |
| Canada | 92 | 177 |
| Cape Verde | 40 | 165 |
| Central African Republic | 40 | 97 |
| Chad | 40 | 217 |
| Chile | 40 | 95 |
| China | 40 | 114 |
| Colombia | 40 | 147 |
| Comoros | 40 | 96 |
| Congo, Dem. Rep. | 40 | 161 |
| Congo, Rep. | 40 | 194 |
| Costa Rica | 40 | 124 |
| Cote d'Ivoire | 40 | 211 |
| Croatia | 40 | 188 |
| Croatia | 40 | 188 |
| Djibouti | 40 | 132 |
| Dominica | 40 | 118 |
| Dominican Republic | 40 | 100 |
| Ecuador | 40 | 107 |
| Egypt, Arab Rep. | 40 | 138 |
| El Salvador | 40 | 115 |
| Equatorial Guinea | 55 | 156 |
| Eritrea | 40 | 89 |
| Ethiopia | 40 | 159 |
| Fiji | 40 | 143 |
| Gabon | 40 | 172 |
| Gambia, The | 40 | 125 |
| Georgia | 40 | 186 |
| Ghana | 40 | 109 |
| Grenada | 40 | 166 |
| Guatemala | 40 | 105 |
| Guinea | 40 | 110 |
| Guinea-Bissau | 40 | 157 |
| Guyana | 40 | 101 |
| Haiti | 40 | 140 |
| Honduras | 40 | 83 |
| Hong Kong, China | 114 | 166 |
| India | 40 | 200 |
| Indonesia | 40 | 87 |
| Iran, Islamic Rep. | 40 | 118 |
| Island | 88 | 153 |
| Israel | 67 | 189 |
| Jamaica | 40 | 115 |
| Japan | 90 | 166 |
| Jordan | 40 | 157 |
| Kazakhstan | 40 | 207 |
| Kenya | 40 | 132 |
| Kiribati | 40 | 150 |

Coûts de conférence et de séjour par personne par jour

| Pays | Coût de conférence par participant par jour (€) | Coût de séjour par intervenant non local par jour (€) |
|-----------------------|---|---|
| Korea, Rep. | 64 | 178 |
| Kyrgyz Republic | 40 | 195 |
| Lao PDR | 40 | 87 |
| Lebanon | 40 | 123 |
| Lesotho | 40 | 65 |
| Liberia | 40 | 125 |
| Libya | 40 | 113 |
| Macedonia, FYR | 40 | 155 |
| Madagascar | 40 | 141 |
| Malawi | 40 | 79 |
| Malaysia | 40 | 100 |
| Maldives | 40 | 77 |
| Mali | 40 | 211 |
| Mauritania | 40 | 127 |
| Mauritius | 40 | 143 |
| Mexico | 40 | 166 |
| Micronesia, Fed. Sts. | 40 | 129 |
| Moldova | 40 | 114 |
| Mongolia | 40 | 72 |
| Montenegro | 40 | 157 |
| Morocco | 40 | 122 |
| Mozambique | 40 | 95 |
| Namibia | 40 | 82 |
| Nepal | 40 | 66 |
| New Zealand | 68 | 141 |
| Nicaragua | 40 | 87 |
| Niger | 40 | 154 |
| Nigeria | 40 | 231 |
| Norway | 138 | 195 |
| Pakistan | 40 | 140 |
| Panama | 40 | 123 |
| Papua New Guinea | 40 | 121 |
| Paraguay | 40 | 62 |
| Peru | 40 | 115 |
| Philippines | 40 | 99 |
| Russian Federation | 40 | 286 |
| Rwanda | 40 | 133 |
| Samoa | 40 | 127 |
| Sao Tome and Principe | 40 | 109 |
| Saudi Arabia | 59 | 127 |
| Senegal | 40 | 147 |
| Serbia | 40 | 196 |
| Seychelles | 40 | 153 |
| Sierra Leone | 40 | 98 |
| Singapore | 126 | 209 |
| Solomon Islands | 40 | 95 |
| South Africa | 40 | 83 |
| Sri Lanka | 40 | 76 |
| St. Kitts and Nevis | 40 | 126 |

Coûts de conférence et de séjour par personne par jour

| Pays | Coût de conférence par participant par jour (€) | Coût de séjour par intervenant non local par jour (€) |
|--------------------------------|---|---|
| St. Lucia | 40 | 133 |
| St. Vincent and the Grenadines | 40 | 154 |
| Sudan | 40 | 131 |
| Suriname | 40 | 98 |
| Swaziland | 40 | 75 |
| Switzerland | 114 | 192 |
| Syrian Arab Republic | 40 | 121 |
| Tajikistan | 40 | 82 |
| Tanzania | 40 | 114 |
| Thailand | 40 | 116 |
| Timor-Leste | 40 | 87 |
| Togo | 40 | 136 |
| Tonga | 40 | 102 |
| Trinidad and Tobago | 58 | 166 |
| Tunisia | 40 | 99 |
| Turkey | 40 | 79 |
| Uganda | 40 | 143 |
| Ukraine | 40 | 256 |
| United States | 119 | 173 |
| Uruguay | 40 | 93 |
| Uzbekistan | 40 | 124 |
| Vanuatu | 40 | 179 |
| Venezuela, RB | 40 | 185 |
| Vietnam | 40 | 94 |
| Yemen, Rep. | 40 | 104 |
| Zambia | 40 | 177 |

*Le barème d'enseignement pour la Malte est calculé à partir des Niveaux des pris comparés PIB 2009 établis par l'EUROSTAT étant donné que l'information sur son RNB par habitant n'est pas disponible dans la base de données de la Banque Mondiale.